

	Portales Police Department	SOP #	303.01
	Standard Operating Procedure & Policy	PER. #	03.01-03.03
	1700 N. Boston St. Portales NM, 88130	Compensation & Benefits	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. SALARY PROGRAM

All compensation and benefits will fall under the current City of Portales Policy Manual.

II. SALARIES

All salary levels will be in compliance with current City of Portales policies and pay plan which address the following:

- A. Entry level salary for the agency;
- B. Salary differential within ranks;
- C. Salary differential between ranks;
- D. Compensatory time policy;
 - 1. Compensation time will be given in conformance with the FLSA and shall be paid at not less than one and one-half hours for each hour worked.
 - 2. Public Safety Employees are eligible to accumulate up to 480 hours of compensation time.
 - 3. General Services Employees are eligible to accumulate up to 240 hours of compensation time.
- E. Overtime Policy
 - 1. The Department assesses overtime, for eligible employees as defined by FLSA. This is paid at a rate no less than one and one-half hours for every hour worked.
 - 2. Public Safety Employees are eligible for overtime for any hours worked in excess of 84 hours per two week work period.
 - 3. General Services Employees are eligible for overtime for any hours worked in excess of 40 hours per workweek.

III. LEAVE PROGRAM

All leave will be in compliance with the current City of Portales Policy Manual.

- A. Administrative leave
- B. Holiday leave
- C. Sick leave
- D. Vacation (annual) leave
- E. Funeral leave

IV. BENEFITS

All benefits fall under the current City of Portales Policy Manual which include the following:

- A. PERA Retirement program
- B. Health insurance program
- C. Disability and death benefits program
- D. Liability protection program
- E. Employee educational assistance program

1. The Portales Police Department will offer the following incentive education programs:

- a. Associates Degree
- b. Bachelors Degree
- c. Masters Degree
- d. Bilingual in Spanish
- e. Instructor Certification
- f. FTO-Field Training Officer

2. The Portales Police Department may pay tuition for one college law enforcement related class per semester if funding allows.